

- Complete any information we have requested from you
- Do not have any know anti-social behaviour or are in breach of your tenancy agreement

### Golden goodbyes will not be paid to:

- Leaseholders or anyone who has bought their home under the Right to Buy scheme or low-cost home ownership schemes
- Mutual exchanges
- Anyone who has been evicted
- Unauthorised occupants

### Ways to contact us:

Blenheim Gardens RMO  
24 Prague Place  
London SW2 5ED

Phone: 020 7926 0158  
Website: [www.bgrmo.org.uk](http://www.bgrmo.org.uk)  
Email: [blenheimgardens@lambeth.gov.uk](mailto:blenheimgardens@lambeth.gov.uk)



## Blenheim Gardens RMO Guidance Leaflet

*If you would like this information in large print, Braille, or in another format or language, please phone us on 020 7926 0158.*

**Español:** *Si desea esta información en otro idioma, rogamos nos llame al 020 7926 0158.*

**Français:** *Si vous souhaitez ces informations dans une autre langue veuillez nous contacter au 020 7926 0158.*

**Português:** *Se desejar esta informação noutra idioma é favor telefonar para 020 7926 0158*

**Twi:** *Se wope saa nkaeboy yi wo kasa foforo mu a fre 020 7926 0158.*

**Yoruba:** *Tí ẹ ba fẹ imoràn yií, ní èdè Òmíràn, ẹjọ, ẹ kàn wà l'ágogo 020 7926 0158.*

# How to end my tenancy

in partnership with



## How can I end my tenancy?

Your tenancy runs from Monday to Sunday, and it will continue to do so until you or we, legally bring it to an end. If you wish to do this, you must give us at least four weeks written notice to quit, ending on a Sunday. You will remain responsible for rent, reporting repairs and all the other conditions of your tenancy until the date your tenancy ends.

## What if I am a joint tenant?

If you are a joint tenant, your tenancy can end if one of you gives Notice to Quit. This is legally binding on both of you, so if your spouse or partner serves notice against your wishes or without your knowledge you should speak to your estate office immediately.

## What if I am going to be away from my home for a while but I am not sure if I want to end my tenancy?

If you are planning to be away from home for example, if you are going into a nursing home or are likely to be taking an extended holiday - then you should tell your estate officer who will need to discuss such things as benefit entitlement with you and who the area office should contact in the case of an emergency. If you do not tell us you are going away, there is a risk that we may decide you have abandoned the property and that you do not plan to return. In this case, we are likely to start court action to take back the property.

## What happens after I have served Notice to Quit?

During the notice period we will arrange to visit your home and carry out an inspection. We will also give you the opportunity to raise any questions or concerns with us. If you have damaged the premises, or carried out any alterations or adaptations without our permission, we will give you the chance to put the work right. If you do not, you may be charged for the costs we incur in doing this work.

## What will you need to do before leaving the property?

The checklist below should help you organise your move out of the property. If you have any questions or concerns about any aspect of your move, please contact your area office.

### Ending your tenancy checklist, make sure that you have:

- Removed all your possessions and property from your home and garden
- Left no-one at the property
- Left all the premises clean and tidy
- Notified the water, gas and electricity companies
- Returned to us all the keys to the premises by noon on the date your tenancy ends (including window locks and shed keys where applicable)
- Cleared your rent account
- Given us a forwarding address (e.g. for post)
- Left the internal decorations in good condition
- Left the garden clear of rubbish
- Sign a relinquishment form

## Golden goodbyes

### Did you know you can receive £100 when you move if you:

- Leave your home in a reasonable condition
- Give four weeks' notice of your departure date
- Allow us to advertise and show prospective tenants your property
- Provide us with your new address
- Do not owe us any money on your rent or parking accounts or that you are keeping to any agreed payment plan
- Return all your keys to us